



Iowa County Engineers Association Service Bureau



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MEMORANDUM OF TRANSMITTAL

From: Steve De Vries, P.E., Executive Director

To : Governor of Iowa
Iowa State Transportation Commission
Chief Clerk of the Iowa House of Representatives
Secretary of the Iowa Senate
Iowa County Engineers

Date : January 31, 2012

Ref : Report of activities for 2011

Per Iowa Code Section 312.3B, the Service Bureau is required to file an annual report of its activities with the parties identified above.

We respectfully submit the 2011 edition of this report, listing our major functions and special activities.

Questions and comments regarding the report should be directed to: Steve De Vries at 515-244-0779 or to steve@iceasb.org



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ANNUAL REPORT of ACTIVITIES – for 2011

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 4 FTE, 28-E agreement agency serving Iowa's 99 county road departments. Formed in 1998, the Bureau operates from office space sub-leased from the Iowa State Association of Counties in Des Moines. It provides a variety of support and data services to Iowa secondary road departments and Iowa DOT via the Internet. A Board of directors consisting of county engineers and county supervisors sets policies and establishes budgets.

This report is filed to satisfy the requirements of Iowa Code Chapter 312.3B.

GENERAL OPERATIONS:

The majority of the Bureau's services are delivered via the www.iceasb.org website

- News and updates area

This section notifies county engineers of news and events that affect county roads. A headlines area alerts engineers and staff of regulations, training availability, legislative action, and related information. 208 headlines, notices, updates and reminders were published in 2011, along with 272 data files, and 28 job opening notices.

- Find and Contact (communications) area

This part of the website provides people with the means to find each other, make contact, ask questions and share knowledge. It is the most valuable and frequently used service area. County staff members can broadcast questions and obtain guidance from their peers, look each other up and send emails or faxes, find and communicate with DOT personnel, send messages to committees, and check on contractor pre-qualifications online.

- Downloads area

Another service is that of providing an on-line library of forms, documents, data tabulations, and computer aided design files. Access to these items permits people to eliminate storing paper forms and assures them of always having the latest permit form, model resolution, or CADD detail. The download area contains over 1784 items in 30 categories.

- Online tools

Provides counties with automated, on-line tools for filing annual reports, year-end salary survey, electronic polls & surveys, road closure notification system, posting of local letting notices, GASB-34 Infrastructure reporting, and on-line, GIS based mapping.

- Reference Center

Contains information on laws and court decisions pertinent to county roads. Also includes history of county roads, drainage law information, administrative guidelines and technical resources.

- Web Links

Facilitates easy access to websites useful to county engineering via a structured set of drop down menus that classify external government and business websites by type and content. Provides access to web resources from: Iowa DOT, Iowa state government, federal agencies, general contacts, professional engineering, suppliers, and other counties' webs.

- Transportation Program Management System (TPMS)

TPMS, provides a statewide framework for project programming and project development tracking. It links and assists the various parties involved in these activities: cities, counties, consultants, DOT district local systems staff, DOT district planners, RPAs, MPOs, and others. TPMS exchanges data on Local Public Agency projects nightly with the DOT, and a periodic electronic update process keeps TPMS' and DOT's STIP records synchronized. In 2011, there were 4258 projects contained in County Five-year programs and 1553 in the Federal-Aid State Transportation Improvement Plan. About 1700 were in development tracking and 992 were advanced to letting.

ADDITIONAL ACTIVITIES

Along with the general operations, the Bureau performed a number of special projects and upgrades during 2011:

- a) Performed research and conducted polls, as requested, to assist ICEA leadership respond to legislative inquiries and initiatives.
- b) Calculated and communicated Secondary Road and FM fund distribution factors for FY11 and FY12
- c) Published copies of county engineer conference presentations for access and review by engineers after the meetings.
- d) Maintained a calendar of events to keep people aware of upcoming meetings / training sessions / conferences – with links to each event's agenda & registration
- e) Prepared system for and extracted summaries from: Annual reports, Salary Survey, summer employment prospects, and committee assignment requests.
- f) Expanded Q & A lookup tool to assist counties and looking up past dialogs on management, technical and legal issues. Also created a similar tool, called "ICEOO Connect" to help county road department administrative personnel exchange ideas and advice.
- g) Continued work on an Iowa Highway Research Board project to study the "Financial Needs of Iowa's County Roads". Used results to provide data to Governor's Transportation Citizen Advisory Council.
- h) Reworked tools to help county engineers meet Federal targets for bridge programming.
- i) Visited about 15 counties and provided new county engineer orientation presentations for several.
- j) The road work notice tool was used by counties for 522 different road closure events, generating 36253 email and fax notifications to law enforcement, EMTs, fire departments, schools, media and business. This is down about 20% from 2010 – primarily due to better weather.
- k) The Local lettings tool was used to set up and produce documents for 120 projects, and used to facilitate 72 lettings.
- l) Worked with Iowa DOT to deploy a Transit programming, grant administration and contract management system add-on to TPMS.